Inquiry Letter For Computer

Date 18th June, 2012

Name/Title Mary Roe

Address 795 E Dragram

City, State, Zip Code Tucson, AZ, 85705

Subject: Inquiry about a computer

Dear Mr. Tyson,

This letter is to inquire about the HP Laptop. I am planning to buy ten laptops for my business purpose.

We are advertising firm and would require laptop with graphic features. Our budget for ten laptop is Rs. 3lac We would be requiring laptop which is easy to carry, portable, good ram size and most important which suits our budget.

I would like to know about the varieties of laptop with all the features that I have mentioned above. If required I am fine with anyother brand too.

Regards,

Tom Moody

Managing Director

Broker Finances Limited